

**STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF BROOKHAVEN**

ORD 2015-05-01 A

**AN ORDINANCE TO AMEND CHAPTER 14 LAND DEVELOPMENT, ARTICLE 3
SUBDIVISIONS, DIVISION 3 DESIGN STANDARDS OF THE CITY OF
BROOKHAVEN CODE OF ORDINANCES ADOPTING A NEW SECTION PART E
CLUSTER MAILBOXES**

WHEREAS, Section 1.03(b)(34) of the Charter of the City of Brookhaven grants the City of Brookhaven the authority to regulate roadways and curbs of the City; and

WHEREAS, WHEREAS, the Mayor and Council of the City of Brookhaven are desirous of ensuring the general public health, safety, and welfare are protected as it relates to cluster mailbox structures located within new subdivisions;

BE IT ORDAINED by the Mayor and the Council for the City of Brookhaven, Georgia and it is hereby ordained by the authority of the same:

SECTION 1:

Chapter 14 Land Development, Article 3 Subdivisions, Division 3 Design Standards is amended by adding a new Part E Cluster Mailboxes, to read as follows:

Part E. – Cluster Mailboxes.

Sec. 14-451. – Generally.

- (a) All cluster mailboxes, whether installed on public or private streets, shall comply with the United States Postal Service (USPS) standards for the construction of mailboxes. A statement indicating the type of mail delivery available by the United States Postal Service (e.g. delivery to an individual mailbox or central delivery via cluster mailbox station(s)) shall be indicated on an approved subdivision plat or development permit.
- (b) A letter, e-mail, or other correspondence from the United States Postal Service indicating the type of mail delivery that will be available to the proposed development shall be provided. The correspondence should also indicate, either by description or drawing, that the proposed location for the proposed cluster mailbox station(s), if applicable, is acceptable to the postal service.
- (c) Installation of the mailbox station(s), as well as any associated shelters, lighting, parking, and other related amenities shall be the responsibility of the developer.
- (d) Maintenance of the mailbox station(s), as well as any associated shelters, lighting, parking, and other related amenities shall be the responsibility of the homeowners. The

establishment of a homeowners' association is strongly encouraged in developments where individual mail delivery will be unavailable.

- (e) Cluster box station(s) and associated improvements that provide for access to the cluster box station(s) shall be located within a common area or an access easement and are subject to approval of the Public Works Department prior to installation. The proposed location of cluster box station(s) and associated improvements that provide for access shall be shown on development plans and the installed location shall be shown on an approved plat when permitting or platting requirements dictate permitting of development plans or city approval of a plat.
- (f) For individual, non-cluster mailboxes refer to Chapter 23 Streets and Sidewalks, Section 23-9 Mailboxes.

Sec. 14-452. – Design Standards.

- (a) Cluster mailbox station(s) shall be prohibited within the public right-of-way.
- (b) Cluster mailbox station(s), and any associated structures, shall not adversely impact sight distance to any driveway or road intersection, as determined by the Public Works Department. Whenever feasible, the mailbox station(s) should be located within an amenity center, if one is proposed for the development.
- (c) Cluster mailbox station(s) shall be located in areas that will best allow for vehicle stacking or parking without creating pedestrian or vehicle safety issues as determined by the Public Works Department.
- (d) A paved area with adequate ingress/egress, designed to meet the requirements of the Public Works Department, shall be provided to allow vehicles to pull off the roadway safely while retrieving mail.
- (e) All access to cluster mailbox station(s) shall comply with current Americans with Disabilities Act (ADA) and Georgia Accessibility Code requirements. Any sidewalks required by other provisions of this code shall be incorporated into the mailbox station area.
- (f) The mailbox station(s) shall be installed according to the manufacturer's standards, subject to the approval of the Department of Community Development.
- (g) The mailbox station(s) and shelter, if any, shall be exempt from normal setback requirements; however, shelters or other structures must be submitted to the Department of Community Development for review and must meet all applicable building codes.

SECTION 2:


Severability. Should any court of competent jurisdiction declare any section of this Ordinance invalid or unconstitutional, such declaration shall not affect the validity of this Ordinance as a whole or part thereof, which is not specifically declared to be invalid or unconstitutional.

SECTION 3:

The provisions of this Ordinance shall become and be made part of The Code of the City of Brookhaven, Georgia, and the sections of this Ordinance may be renumbered to accomplish such intention.

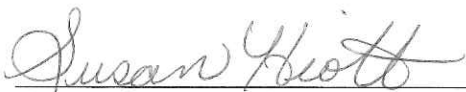
SO ORDAINED, this 26th day of May, 2015.

APPROVED:




J. Max Davis, Mayor

ATTEST:



Susan Hiott, City Clerk
[CITY SEAL]

APPROVED AS TO FORM:



Thompson Kurrie, Jr., City Attorney



